

REPORT OF SALE—USED VEHICLES

VEHICLE INDUSTRY REGISTRATION PROCEDURES

8

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Report of Sale—Used Vehicles

8.000 General Information

California licensed dealers must report the retail sale of **all** used vehicles on the *Report of Sale—Used Vehicle* (REG 51). The REG 51 **is not** used to report sales to wholesale dealers nor sales of vessels.

The *Report of Sale—Used Vehicle* (REG 51) is a controlled form and can only be obtained from the department's Occupational Licensing Section.

Orders for additional forms are only accepted by mail on a *Used Report of Sale*, Reg. 51 Order Form (OL 395U). This form is available online at www.dmv.ca.gov/forms/ol/ol395u.pdf and must be mailed to the address on the form.

8.010 Collection of California Sales Tax

- California licensed dealers **must** collect the sales tax due on vehicles sold by the dealership.
- Completion and submission of the *Report of Sale—Used Vehicle* (REG 51) on a registration application is an assumption that the tax was collected.

<p>NOTE: Sales tax is due if the buyer takes delivery of the vehicle in California. Contact the California State Board of Equalization at 1-800-400-7115 for additional information.</p>
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- Refer to the “City and County Fees” appendix, Appendix 1A, for sales tax rates.

8.020 Completing the Report of Sale—Used Vehicle (REG 51)

A licensed California dealer must complete the *Report of Sale—Used Vehicle* (REG 51) for every retail sale.

- For most transactions, the REG 51 must be submitted with the required registration documents and fees.
- Transactions not requiring the submission with the documents and fees are covered later in this chapter.
- A dealer is **not** required to complete a report of sale to:
 - register a used vehicle solely in the name of the dealership, **or**
 - sell midget autos or racers advertised as being built exclusively for use by children (minibikes, tote goats, and similar vehicles which are not intended for use on the highways).
- The vehicle description and purchaser information must be clearly and accurately shown on all parts of the REG 51.
 - Both the temporary identification and the notice to the department must properly describe the vehicle.

8.020 Completing the Report of Sale—Used Vehicle (REG 51), *continued*

— The *Report of Sale—Used Vehicle* (REG 51) must be used in numerical sequence.

- The information on the REG 51 may be typewritten, computer-generated, or hand-printed. If hand-printed, the department prefers that only block upper case letters are used **except** for the following letters which should be handwritten in script or cursive to avoid confusion/error.

Q R S T U V W X Y Z

Follow the chart below to complete the REG 51.

REG 51 Check List

<i>Section</i>	<i>Information Required</i>
Date Sold	The date the buyer paid the purchase price, signed a purchase contract or security agreement, and took possession or delivery of the vehicle. (CVC §5901[d])
Make	The make of the vehicle, not the model.
Year Model	The year model shown on the titling document. If the titling document does not show a year model, leave this blank.
Body Type	The body type. If the body type shown on the title is incorrect, a correction must be made. See Chapter 30, Inquiries for body types.
Motive Power	<p>The motive power (must be shown for all vehicles). The fuel types are:</p> <p>G-Gasoline D-Diesel E-Electric M-Methanol N-Natural Gas P-Propane Q-Hybrid</p> <p>For all trailers, use motive power code “0” (zero)</p> <p>IMPORTANT: Hybrid vehicles are powered by gas and electricity and are exempt from smog certification by the Bureau of Automotive Repair (BAR) until 12/31/2010.</p>
Number of Axles	The number of axles shown on the title for a commercial motor vehicle or trailer only. Do not enter any information for trailer coach (CCH) or camp (CMP) trailers
Unladen (empty) Weight	The unladen weight shown on the title for a commercial motor vehicle or trailer only. Do not enter any information for trailer coach (CCH) or camp (CMP) trailers.

REG 51 Check List (continued)

<i>Section</i>	<i>Information Required</i>
Vehicle Identification Number (VIN)	The complete VIN shown on the title.
M/C Engine Number	If the vehicle is a motorcycle, the complete engine number shown on the title.
Last Registered in State of	The state, province, territory, or country where the vehicle was last registered.
Year Registered	The year the vehicle was last registered.
License Number	The license plate number for the last registration.
County of Residence	The buyer's county of residence. This may differ from the county of the mailing address. For leased vehicles, show the county of the lessee's address. For trailers coaches that will be located in a different county, show the county of the situs location.
Sold To	<p>The true full name of each buyer (the name shown on the buyer's driver license or ID card).</p> <ul style="list-style-type: none"> • Check the "AND" or "OR" box if there is more than one buyer/owner. • Refer to section 1.050 for Registration to Co-Owners information. <p>Leased Vehicles:</p> <ul style="list-style-type: none"> • The name of the lessor followed by the abbreviation "LSR" and the name(s) of the lessee followed by the abbreviation "LSE." • Do not join the names with "and" or "or." • Refer to section 1.040 for Registration of Leased Vehicles information. <p>Example: Jay Street Leasing, LSR John Doe, LSE</p> <p>See Chapter 1, General Registration Information for additional NAME information.</p>
Driver License/ ID Card No.	<ul style="list-style-type: none"> • The driver license or ID card number (DL/ID#) for each buyer or lessee (if an individual). • If a California DL/ID has not been issued, enter the person's out-of-state DL/ID# and write the state of issuance in the upper right corner of the REG 51. <p>NOTE: A DL/ID# is not required for vehicles registered to an entity other than an individual, such as a company.</p>

REG 51 Check List (continued)

<i>Section</i>	<i>Information Required</i>
Buyer's Address	<ul style="list-style-type: none"> The buyer's residence or business address and mailing address (if different), including an apartment or space number if it is part of the address. When a post office box is the residence or business address, but is not the mailing address, then both addresses must be shown. The post office delivers mail to the second address. <p>NOTE: Mailing Address Only on Registration Documents—The buyer/registered owner may request that the registration and title documents issued by the department show only his/her mailing address.</p> <p>Refer to Chapter 1, General Registration Information for all address requirements.</p>
Dealer Name, By, and Address	<p>The dealer name, an authorized agent's signature, and dealer's full address.</p> <p>An authorized representative must countersign for the dealership (This may be any authorized person of the dealership, not necessarily the salesperson).</p>
Dealer and Salesperson Numbers	<p>The dealer's license number and the salesperson's number.</p> <ul style="list-style-type: none"> If the vehicle was sold by an owner or officer of the dealership, enter the title, such as "Owner" or "CEO" as the <i>Salesperson's Number</i>.
Signature(s) of Purchaser	<p>The buyer's usual signature or the buyer's signature signed by the attorney-in-fact shown on a power of attorney must appear.</p> <p>Refer to Chapter 1, General Registration Information for power of attorney information.</p> <p>NOTE: Only one co-owner signature is required on the REG 51.</p> <p>Leased Vehicles—The lessor is the registered owner and must endorse/sign the REG 51. The lessee's signature is optional.</p>
Odometer Reading	The actual odometer mileage reading.

8.030 Corrections on the Report of Sale–Used Vehicle (REG 51)

Corrections are acceptable on any part of the *Report of Sale–Used Vehicle* (REG 51) **except** the odometer disclosure section.

The dealer or the dealer's authorized representative who signed the dealer certification must "OK" and initial the correction.

8.030 Corrections on the Report of Sale–Used Vehicle (REG 51), *continued***Odometer Disclosure Errors**

When an error is made in the odometer disclosure section a:

- *Vehicle/Vessel Transfer and Reassignment Form* (REG 262) **must** be used for the odometer disclosure, **and**
- *Statement of Facts* (REG 256) explaining the reason for the separate disclosure form must be submitted with the application.

Refer to Chapter 5, Odometer Mileage Reporting for odometer disclosure information.

Registered and/or Legal owner changes

If the financing is rejected on the first contract, but is successful on the second contract, and there is no change to the registered owner(s), the vehicle can be sold with corrections on the title and the REG 51.

If the contract must be rewritten to accommodate any changes to the original registered owner(s), or there is a new purchaser, the used vehicle rollback procedures in Chapter 11, Transfers must be followed.

8.040 Distribution of the *Report of Sale–Used Vehicle* (REG 51) (CVC §§4456 and 5901)

Use the following for distribution of the *Report of Sale–Used Vehicle* (REG 51).

Application Copy (upper portion of the original)

Within 30 days of the date of sale, submit the application copy to the department with the fees and documents required to transfer the vehicle.

EXCEPTIONS: Deliver the application copy and all transfer documents to the buyer instead of the department for the following situations:

- Buyer demands Certificate of Title (See section 8.100)
- Public agency sales (See section 8.130)
- Sales to Consul Corps employees (See section 8.110)
- Mail order sales (See section 8.140)

8.040 Distribution of the *Report of Sale–Used Vehicle* (REG 51) (CVC §§4456 and 5901), *continued***Purchaser's Temporary Identification Copy** (bottom portion of the original)

For customer privacy, fold the purchaser's copy so that only the upper portion with the report of sale number, vehicle make, and vehicle identification number show **and** place it in the lower rear window.

- If the information will be obscured, place it in the lower right corner of either the windshield or a side window.
- For trailers, display in the same manner in the towing vehicle.

This authorizes operation of the vehicle until the buyer receives the license plates and registration card.

EXCEPTION: Do not attach the purchaser's copy to the vehicle on:

- Vehicles to be altered before registration. (Chapter 6, New Vehicle sold by California Dealers, section 6.090)
- Vehicles to be registered in another state. (section 8.090)
- Vehicles to be used exclusively on private property. (section 8.070)
- Vehicles sold for export to another country. (section 8.080).
- Title Only and Transfer Only sales. (section 8.070)
- Most sales to apportioned operators. (section 8.135)

Dealer's Notice (bottom portion of the duplicate)

No later than the fifth **calendar** day following the sale date, not counting the actual date of the sale, mail the dealer's notice to the DMV address shown on the REG 51

- This releases the dealer from civil liability arising from operation of the vehicle.
- The dealer's notice **cannot** be submitted to a field office.

Dealer's Book Copy (upper part of the duplicate)

Retain the dealer's copy for four years (this corresponds to the department's retention period).

The books are the property of the department and may be inspected at any time. (CVC §§4456, 5901, and 11714[e])

8.050 “In Lieu” Report of Sale—Used Vehicle

When a completed *Report of Sale—Used Vehicle* (REG 51) is lost before being submitted to the department, submit the following with the other application requirements:

- A new REG 51 which indicates “In lieu of R/S #_____.”
 - All information must be completed as shown on the original REG 51.
 - A Power of Attorney may be used to sign the “in-lieu” REG 51.
- The purchaser’s operating copy of the “in-lieu” REG 51.
- A *Statement of Facts* (REG 256) explaining the reason for the second REG 51.

8.060 Void Report of Sale

The dealer must mark all parts of a *Report of Sale—Used Vehicle* (REG 51) “Void” when the REG 51 was completed in error and the sale was not consummated.

- Complete a *Statement of Facts* (REG 256) explaining the error and stating that the vehicle **did not leave the dealer’s possession and was not operated on the operating copy of the voided report of sale.**
- Do not mark a *Report of Sale—Used Vehicle* (REG 51) “void” if the buyer took possession and subsequently returned the vehicle to the dealer (See “Rollbacks,” Chapter 11, Transfers.)
- The dealer **must retain all copies** of a voided report of sale and the REG 256, with the book copy, at the dealer’s primary business location so it is available in the event of an audit.

8.070 Used Vehicle Sold for Use on Private Property**No title to be issued**

When a used vehicle is sold exclusively for use on private property and the buyer does **not** want to title the vehicle:

- Complete the *Report of Sale—Used Vehicle* (REG 51) as usual.
- Mark all copies of the REG 51 “for exclusive use on private property.”
- Complete a *Statement of Facts* (REG 256) explaining how the vehicle was moved.
- **Do not** affix the buyer’s copy of the REG 51 to the vehicle.
 - The buyer must arrange for transport or move the vehicle on a One Trip Permit **unless** the sale is completed **after** delivery of the vehicle, in which case the vehicle can be delivered using dealer plates.
- Send the REG 256 and all copies of the REG 51 **except** the book copy to:
Department of Motor Vehicles
Incoming Mail MS A235
PO Box 944292
Sacramento, CA 94244-2920

8.070 Used Vehicle Sold for Use on Private Property, *continued***No title to be issued, *continued***

- Retain the book copy of the REG 51 and a copy of the REG 256 at the dealer's primary place of business location
- Provide the buyer with the existing title and any supporting documents. (See section 8.100 for additional information on customer demands title.)

Title to be issued

When a used vehicle is sold exclusively for use on private property and the buyer requests issuance of a California title for the vehicle, in addition to the usual transfer or nonresident requirements:

- Complete the *Report of Sale–Used Vehicle* (REG 51) as usual.
- Mark all copies of the REG 51 “for exclusive use on private property.”
- Complete a *Statement of Facts* (REG 256) explaining how the vehicle was moved and requesting transfer only or title only, as appropriate, and submit with the transfer application
- **Do not** affix the buyer's copy of the REG 51 to the vehicle.
 - The buyer must arrange for transport or move the vehicle on a One Trip Permit **unless** the sale is completed **after** delivery of the vehicle, in which case the vehicle can be delivered using dealer plates.
- Submit the application copy of the REG 51 with the transfer application
- Send buyer's copy of the REG 51 with the 5-day notice and a copy of the *Statement of Facts* (REG 256) to:
Department of Motor Vehicles
Incoming Mail MS A235
PO Box 944292
Sacramento, CA 94244-2920
- Retain the book copy of the REG 51 and a copy of the REG 256 at the dealer's primary place of business location

8.080 Used Vehicle Sold for Export to another Country

The department requires owners to sign and present a *Certification of Exportation* (REG 32) **in person** at a DMV office when the owner is exporting a vehicle to another country by ship or air.

- All registered owners whose names on the title are joined by “and” or “a slash (/)” must:
 - appear **in person**,
 - have acceptable photo identification, and
 - sign the REG 32.

8.080 Used Vehicle Sold for Export to another Country, *continued*

- The REG 32 may be signed by power-of-attorney.
 - The attorney-in-fact must appear ***in person*** at a DMV office and submit either a power-of-attorney worded ***specifically*** for the purpose of completing the REG 32 or a general power-of-attorney.
 - The department's *power-of-attorney forms*, REG 260 and REG 262, **are not** acceptable.
- The owner **must** have a clear Certificate of Title issued in their name for the vehicle being exported.
 - If a lienholder is shown, a release of the lien on the title or a *Lien Satisfied/Title Holder Release* (REG 166) is required.
 - A title endorsed to the new owner, a *Salvage Certificate*, an *Application for Duplicate Title* (REG 227), and an Acquisition Bill of sale are **not** acceptable as a clear title.

Dealer requirements to buyer purchasing used vehicle for export

When a buyer indicates he/she is purchasing a used vehicle to export to another country, a **dealer** must:

- Complete the *Report of Sale–Used Vehicle* (REG 51) as usual. Mark all copies of the REG 51 “for export to another country.”
- Remove the license plates from the vehicle and submit them to the department with the transfer application. If the vehicle is:
 - **currently registered**, the department may issue a Temporary Operating Permit for a limited amount of time to enable the buyer to move the vehicle to the dock.
 - **not currently registered**, the buyer must obtain a one-trip permit.
- Attach the operating copy of the REG 51 to the 5-day notice sent to DMV headquarters.
 - **Do not affix the operating copy to the vehicle.**
 - The buyer must arrange for transport or move the vehicle on a *One Trip Permit or Temporary Operating Permit* (REG 19) **unless** the sale is completed **after** delivery of the vehicle in which case the vehicle can be delivered using dealer plates.
- Have the buyer complete a *Statement of Facts* (REG 256) explaining how the vehicle will be moved.
- If the vehicle is not currently registered, the buyer:
 - may complete section C of the REG 256 to apply for a “transfer only,” **and**
 - must complete a *Planned Non-operation Certification* (REG 102).
- Submit the REG 256, the REG 102, and the application copy of the REG 51 with the transfer application to the department.
- Advise the buyer that **when the title is issued, he/she must present the title and a completed REG 32** in person at the DMV before transporting the vehicle to another country by ship or air.

8.080 Used Vehicle Sold for Export to another Country, *continued***Dealer requirements to buyer purchasing used vehicle for export, *continued***

- Retain the book copy of the REG 51 and a copy of the REG 256 at the dealer's primary place of business location
- Transfer fees

NOTE: Vehicles exported on military transports are exempt from this process. However, military personnel exporting vehicles via a regular carrier must submit a REG 32 and comply with export requirements.

8.085 Vehicle being exported by Dealer

A dealer who is exporting a vehicle to another country by ship or air is required to have a title in the name of the dealership.

- A *Certification of Exportation* (REG 32) must be presented *in person* at a DMV office with the title and license plates when a dealer is exporting a vehicle.
- The dealer, as registered owner when the title is issued, must have acceptable photo identification, and sign the REG 32.
- A title endorsed to the dealer, a Salvage Certificate, an *Application for Duplicate Title* (REG 227), and an Acquisition Bill of sale are **not** acceptable as a clear title.

The dealer must:

- Submit the title to transfer the vehicle into the name of the dealership
- Remove the license plates from the vehicle and submit them to the department with the transfer application.
- Complete a *Statement of Facts* (REG 256) indicating that the vehicle will be exported in the name of the dealership.
- After the title is issued, the dealer must appear in person with title and the completed REG 32.

8.090 Used Vehicle Sold for Registration in another State

When a used vehicle is sold for registration in another state:

- Complete the *Report of Sale–Used Vehicle* (REG 51) **and** mark it “for registration in another state.”
- Complete a *Statement of Facts* (REG 256) explaining how the vehicle is being moved to the other state if the California registration is not valid.

NOTE: The buyer must transport the vehicle **or** move it on a *One Trip Permit* (REG 402) **unless** California registration is current, or registration is obtained in the buyer's home state prior to movement of the vehicle. Dealer plates **cannot** be used to move the vehicle.

8.090 Used Vehicle Sold for Registration in another State, *continued*

- Send the REG 256 and **all** copies of the REG 51 **except** the book copy to:
 Department of Motor Vehicles
 Incoming Mail MS A235
 PO Box 944292
 Sacramento, CA 94244-2920
- Give the title and any supporting documents to the buyer if the vehicle was purchased free of any liens, **OR** send the paperwork to the lienholder, if known, and arranged with them to register the vehicle in the other state
- Retain a copy of the REG 256 with the book copy of the REG 51 for four years

8.100 Buyer Demands the Certificate of Title

When a buyer demands title for a vehicle purchased free of any liens and the vehicle will **remain in California**:

- Complete the *Report of Sale–Used Vehicle* (REG 51) as usual and mark it “Customer Demands Title”.
- Enter the report of sale number on the back of the title in the applicable space of the dealer reassignment section.
- Give the buyer the title, any supporting documents, and a smog certification, if required.
- Have the buyer complete a *Statement of Facts* (REG 256) stating the reason for demanding the title and confirming receipt of the title and transfer documents.

Example of wording for demanding title: “I demanded and received the Certificate of Title for the vehicle because (The vehicle will be altered before being registered, **or** I want to do the transfer myself, etc.).”

- Follow the chart to distribute the copies of the REG 51:

Distribution of REG 51

<i>If the vehicle is...</i>	<i>then...</i>
currently registered	<ul style="list-style-type: none"> • display the customer’s operating copy of the REG 51 in the vehicle as usual. • mail the application copy of the REG 51 with the buyer’s REG 256 to DMV at the address shown on the REG 51.
not currently registered	<ul style="list-style-type: none"> • do not display the customer’s operating copy on the vehicle. It must be transported or moved on a <i>One Trip Permit</i> (REG 402). • write “moved on trip permit # _____” or “delivered on dealer plates” on the operating copy of the REG 51

Distribution of REG 51 (continued)

<i>If the vehicle is...</i>	<i>then...</i>
not currently registered, <i>continued</i>	<ul style="list-style-type: none"> mail the application copy and the operating copy with the buyer's REG 256 to DMV at the address shown on the REG 51. <p>NOTE: Dealers may use dealer plates to deliver the vehicle if the sale is consummated after delivery of the vehicle.</p>

- Keep a copy of the REG 256 with the dealer's copy of the REG 51

NOTE: This procedure is not to be used if the vehicle is being registered in another state. See section 8.090.

8.110 Sales to Consul Corps

Process a Consul Corps sale as a "Buyer Demands Certificate of Title" sale.

- Instruct the buyer to submit the application directly to the U.S. Department of State, Office of Foreign Missions, Diplomatic Motor Vehicle Office (DMVO).
- All questions regarding registration of Consul Corp employees' vehicles must be directed to the DMVO.

**Northern
California**

U.S. Department of State
OFM-San Francisco Regional Office

Attn: Diplomatic Motor Vehicle Office
One Market, Spear Tower, Suite 1375
San Francisco, CA 94105
(415) 744-2910

**Southern
California**

U.S. Department of State
OFM-Los Angeles Regional Office

Attn: Diplomatic Motor Vehicle Office
10940 Wilshire Blvd., Suite 1425
Los Angeles, CA 90024
(310) 235-6292

8.120 Sales to Honorary Consuls

- Sales to an Honorary Consul are handled in the same manner as other vehicle sales.
- Honorary Consuls may apply for issuance of special Honorary Consul plates by the department.
- Refer to Chapter 21, Special Plates for Honorary Consul plate requirements.

8.130 Public Agency Sales

When a vehicle is sold to a public agency:

- The application copy of the Application for Registration of New Vehicle (REG 397), **or** Report of Sale–Used Vehicle (REG 51), and any supporting documents may be given to the agency/agency representative, if requested.
- The Dealer Notice copy **must** be mailed to the department **before** giving the application/documents to the public agency.
- The customer/window copy is displayed on the vehicle as usual.

8.135 Reporting Used Vehicle Sales to IRP Operators (CVC §§5600 and 5901)

Sales of used commercial vehicles to apportioned operators who must declare the vehicles on an apportioned application are handled as *title only* or *transfer only* transactions.

In addition to the transfer requirements outlined in Chapter 11, Transfers, the following must be submitted.

Vehicles with a California “Title Only”

- Complete the *Report of Sale–Used Vehicle* (REG 51) as usual.
 - Boldly print “IRP” on the application copy of the *Report of Sale–Used Vehicle* (REG 51).
- A *Statement of Facts* (REG 256) completed as follows:
 - Check the Title Only box in Section C the Statement for Transfer Only or Title Only.
 - State how the vehicle was moved
 - State that the vehicle is currently or will be registered as part of a California based IRP fleet or will be leased to an IRP operator, **and** include the IRP account number, name and address of the fleet operator
- Transfer fee.
 - Because this is already a Title Only, a Title Only fee is **not** collected.
 - Refer to Appendix 1F for fee information.
- **Do not** affix the buyer’s copy of the REG 51 to the vehicle.
 - The buyer must arrange for transport or move the vehicle on a One Trip Permit **unless** the sale is completed **after** delivery of the vehicle, in which case the vehicle can be delivered using dealer plates.

**8.135 Reporting Used Vehicle Sales to IRP Operators (CVC §§5600 and 5901),
*continued*****Vehicles with a California “Title Only,” *continued***

- Send buyer’s copy of the REG 51 with the 5-day notice and a copy of the Statement of Facts (REG 256) to:
Department of Motor Vehicles
Incoming Mail MS A235
PO Box 944292
Sacramento, CA 94244-2920
- Retain the book copy of the REG 51 and a copy of the REG 256 at the dealer’s primary place of business location.

Vehicles with current California title and registration

- Complete the *Report of Sale–Used Vehicle* (REG 51) as usual.
— Boldly print “IRP” on the application copy of the Report of Sale–Used Vehicle (REG 51).
- A *Statement of Facts* (REG 256) completed as follows:
— Check the Transfer Only box in Section C the Statement for Transfer Only or Title Only section.
— State that the vehicle is currently or will be registered as part of a California based IRP fleet or will be leased to an IRP operator, **and** include the IRP account number, name and address of the fleet operator
- Transfer fee. Refer to Appendix 1F for fee information.
- Affix the buyer’s copy of the REG 51 to the vehicle
- Submit the application copy of the REG 51 with the transfer application
- Send the 5-day notice of the REG 51 and a copy of the Statement of Facts (REG 256) to:
Department of Motor Vehicles
Incoming Mail MS A235
PO Box 944292
Sacramento, CA 94244-2920
- Retain the book copy of the REG 51 and a copy of the REG 256 at the dealer’s primary place of business location.

**8.135 Reporting Used Vehicle Sales to IRP Operators (CVC §§5600 and 5901),
*continued*****Vehicles with California Title and expired California registration**

- Complete the *Report of Sale–Used Vehicle* (REG 51) as usual.
 - Boldly print “IRP” on the application copy of the Report of Sale–Used Vehicle (REG 51).
- A *Statement of Facts* (REG 256) completed as follows:
 - Check the Transfer Only box in Section C the Statement for Transfer Only or Title Only section.
 - State how the vehicle was moved.
 - State that the vehicle is currently or will be registered as part of a California based IRP fleet or will be leased to an IRP operator, **and** include the IRP account number, name and address of the fleet operator
- If the vehicle is moved on a One Trip Permit, note the permit number on the REG 256 or REG 51.
- Transfer fee. Refer to Appendix 1F for fee information.
- **Do not** affix the buyer’s copy of the REG 51 to the vehicle.
 - The buyer must arrange for transport or move the vehicle on a One Trip Permit **unless** the sale is completed **after** delivery of the vehicle, in which case the vehicle can be delivered using dealer plates.
- Submit the application copy of the REG 51 with the Title Only transfer application
- Send buyer’s copy of the REG 51 with the 5-day notice and a copy of the Statement of Facts (REG 256) to:
 - Department of Motor Vehicles
 - Incoming Mail MS A235
 - PO Box 944292
 - Sacramento, CA 94244-2920
- Retain the book copy of the REG 51 and a copy of the REG 256 at the dealer’s primary place of business location.

8.140 Mail Order Sales

A dealer can mail the application copy of the *Report of Sale–Used Vehicle* (REG 51) to the mail order buyer, provided the delivery of the vehicle is not made at the place of business of the mail order firm.